

Career Opportunity – 1 Position Realtime Court Reporter

Classification: Depending upon Qualifications
Starting Salary Range: \$59,038 - \$70,846 (plus transcript fees)
+ 11.5% Cost of Living Allowance (which is subject to change)

Announcement Number
06-07

Date Posted:
September 15, 2006

Closing Date:
September 29, 2006



**U. S. District Court
for the District
of Puerto Rico**

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Attention: Human Resources

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AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

POSITION OVERVIEW

This position is located in the United States District for the District of Puerto Rico. Official Court Reporters report directly to the Clerk of Court and Chief Deputy. This position involves completing record-keeping forms, documenting the information contained in reports, as well as maintaining and safeguarding records until their disposition according to the statutory requirements and Judicial Conference policy.

REPRESENTATIVE DUTIES

An Official Court Reporter performs court reporting services for any judicial proceeding as may be required. The position requires the ability to record verbatim testimony of courtroom proceedings, to read back all or any portions of the court records, to work well under pressure, to work extended court and transcription production hours within strict time limitations, and to work as part of a team of reporters for the judges of the U.S. District Court. Official Court Reporters must adhere to the requirements of the Court Reporter Management Plan of this District and maintain accurate, legible records.

REQUIRED MINIMUM QUALIFICATIONS

To work in this Court as an Official Court Reporter, the applicant must possess at least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof; Have successfully completed the RPR and certified realtime reporter examination by testing for listing on the Registry of Professional Reporters of the National Court Reporters Association or passed an equivalent qualifying examination.

SPECIALIZED EXPERIENCE

Court Reporters are grouped for salary purposes, as follows:

Level I - Must possess four (4) years of court reporting experience in the freelance field of service in other courts or a combination thereof; and be a Registered Professional Reporter.

Level II - Must possess ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement; or be a Registered Merit Reporter.

Level III - Must be either a Realtime Certified Reporter or possess ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement; or be a Registered Merit Reporter.

Level IV - Must be either a Realtime Certified Reporter or possess ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement or be a Realtime Certified Reporter and be a Registered Merit Reporter.

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APPLICATION PROCESS

To be assured consideration, please submit a cover letter (include announcement number), a completed AO-78 form (required) and a copy of the RPR and Realtime Certificates to the address at the left of page one by the **close of business (5:00 p.m.) Friday, September 29, 2006**. E-mailed documents must be in WordPerfect or PDF format. Zip files and faxes will not be accepted. Only those applicants selected for interview will be contacted.

CONDITIONS OF EMPLOYMENT

Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.

Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.

This position is subject to mandatory EFT participation for payment of net pay.

Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this item.

An Equal Opportunity Employer

